



How to submit an application in MB3

Iowa Homeland Security & Emergency Management

Hazard Mitigation Projects

Projects in Development Submittal Process (To submit an application follow the instructions below)

Step #1: Click on Accounts (Application Slide #1)

Step #2: Type applicant name in search window (Application Slide #1)

Step #3: Click on Applicant Name (Application Slide #1)

Step #4: Click on Projects. This will allow visibility of all projects under this account. (Application Slide #2)

Step #5: Choose desired project to work on. (Application Slide #3)

Step #6: Click on View Application (Application Slide #4)

Step #7: Click on Form. This will open the application. (Application Slide #5)

Step #8: Complete all sections of the application. All Red Boxes must be completed or MB3 will not allow submittal. (Application Slide #6)

Step #9: Click here to add documents. To view all documents utilize the documents section under the FORM tab. (Application Slide #6)

Step #10: Save the Application: Ensure you save the application or the data will be lost. (Application Slide #7)

Step #11: Click on Advance: After completing and saving the application. Click Advance to forward to HSEMD for review. (Application Slide #7)

Step #12: MB3 will ask if you are sure you want to Advance the application. If a note is desired for further explanation, leave a note, Click Yes and the Application will be submitted for review. (Application Slide #8)

My Home

Click on Accounts

1

Search Grants, Applicants and Accounts

Smallville

Type Applicant Name

2

Search Results

City of Smallville (Adair)

Click on Applicant Name

3

- Requests & Forms
- Funding Agreements
- Appeals
- Account Closeouts
- Project Forecasts
- Listings & Reports
- Grant Listing
- Applicant Listing
- Account Listing
- Account Contact Listing
- Meeting Listing
- Issue Listing

Quick Start Guide

Welcome to the updated corner of the screen.

Open Grants

Quick Search:

27 results

Program	Grant #	Grant Name	Declared Date
HMGP	0000	NOI Portal - Projects in Development	May 6, 2013
HMGP	4018	Severe Storms, Flooding	Aug 30, 2011
HMGP	4016	Severe Storms, Flooding, Straight-line Winds	Aug 24, 2011
HMGP	1998	Missouri River Flooding	Jun 27, 2011
HMGP	1977	Severe Storms, Tornadoes, Straight-line Winds	May 5, 2011
HMGP	1930	Severe Storms, Flooding, Tornadoes	Jul 29, 2010
HMGP	1928	Severe Storms, Flooding	Jul 27, 2010
HMGP	1880	Severe Winter Storms	Mar 2, 2010
HMGP	1877	Severe Winter Storms	Feb 25, 2010
HMGP	1854	Severe Storms	Aug 13, 2009
HMGP	1763	Severe Storms, Flooding, Tornadoes	May 27, 2008
HMGP	1737	Severe Winter Storms	Jan 4, 2008
HMGP	1727	Severe Storms, Flooding	Sep 14, 2007
HMGP	1705	Severe Storms, Flooding, Tornadoes	May 25, 2007

Application slide #1

My Inbox Summary

> [Inbox](#) | 8 total
> [Drafts](#) | 3 total

Recent Time Records

< No Time Records >

[View Mine](#) [Assigned](#)

Recent Purchase Requisitions

< No Purchase Requisitions >

[View Mine](#) [Assigned](#)

Recent Travel Authorizations

< No Travel Authorizations >

[View Mine](#) [Assigned](#)

Recent Travel Vouchers

< No Travel Vouchers >

[View Mine](#) [Assigned](#)



Create New Request

- Summary
- Manage
- Accounts
- Projects**
- Payments
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

Click on Projects 4

Applicant Details

Name:	City of Smallville
County:	Adair
	City or Township Government
	< no value >
FEIN #:	< no value >
Account Count:	2 Accounts Open
Project Count:	6 Projects 5 Unobligated 1 Obligated
Eligible Obligated:	\$10,000.00
Federal Obligated:	\$0.00 (0.00%)
State Obligated:	\$0.00 (0.00%)
Local Share:	\$10,000.00 (100.00%)

Address Information

Physical/Mailing Address:

, IA
[View Map](#)

Notes & Comments

Add Note

There are currently no notes.
Be the first to add one

Application slide #2

No Uploaded Documents

Add Document

No Issues

Account for 0000 (HMGP) - City of Smallville

Active



[New Meeting](#)
[Create New Request](#)

- Summary
- Manage
- Projects** >
 - Projects
 - Project Versions
 - Notices of Interest
 - Applications
 - Time Extensions
 - Project Closeouts
 - Scope Changes
 - Project Appeals
 - Project Denials
- Payments
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

Projects

Quick Search: 6 results

Fed #	State #	Title	Type	Eligible Amt	F %	Expended %	F Paid	S Paid	Status
	10	City of Smallvill...	A	\$1,250,000.00	0%	0%	n/a	n/a	Un-obligated
	11	City of Smallvill...	A	\$0.00	0%	0%	n/a	n/a	Un-obligated
	13	Smallville Prop...	A	\$1,000,000.00	0%	0%	n/a	n/a	Un-obligated
	15	Application Te...	GMI	\$100,000.00	0%	0%	n/a	n/a	Un-obligated
	17	City of Smallvill...	M	\$0.00	0%	0%	n/a	n/a	Un-obligated
	21	City of Smallvill...	GMD	\$225,000.00	0%	0%	n/a	n/a	Un-obligated
				\$2,575,000.00					

Click on desired project. **5**

Notes & Comments

Add Note

No Uploaded Documents

Add Document

Application slide #3

★ Project F0-S21 - City of Smallville Drainage Project

Un-obligated



Create New Request

- Summary >
- Manage
- Funding
- Expenses
- Payments
- Progress Monitoring
- Contacts
- Notes
- Documents
- History

Project Details

Number:	F# S# 21
Title:	City of Smallville Drainage Project
Type:	GMD - Infrastructure - Drainage
Eligible Funds:	\$225,000.00
Federal Funds:	\$0.00
Closeout Status:	Un-obligated

Grant

0000 NOI Portal - Projects in Development
 Hazard Mitigation Grant Program
 Declared: May 6, 2013

Applicant

City of Smallville
 Adair County
 FIPS #:
 Type: City or Township Government

- Process Checklist**
- ➔ **Initial Obligation**
 Pending Obligation
[View Version](#) [View Notice of Interest](#) [View Application](#)
 - 2 Project Management
 - 3 Project Closeout

Click on View Application **6**

Notes & Comments Add Note

There are currently no notes.
 Be the first to add one

No Uploaded Documents Add Document

No Issues

Application slide #4

Project F0-S21: Application #48 - City of Smallville Drainage Pr...

Routing in Progress: Submission (Step 1 of 5)



Advance
 Set on Hold
 Deny

- Summary >
- * Form 7
- Notes
- Documents
- Workflow
- History

Click on FORM

Application Summary

This form outlines all project details, including Scope of Work, all costs, and location sheets.

Title:	City of Smallville Drainage Project
Cost:	\$0.00
Funding Sources:	Federal - \$0.00 State - \$0.00 Local - \$0.00
DUNS #:	000001
Districts:	US Congressional - < no value > State Legislative (House) - < no value > State Legislative (Senate) - < no value >
FEMA Obligation Data:	Federal Number - < no value > Date of Obligation Letter - < no value > Project ACT Date - < no value > CATEX Comments - < no value > Edit
Related Links:	View Notice of Interest

Workflow Summary

Current Step:	1) Submission
Submission:	Oct 6, 2014 at 10:56 AM by Dan Schmitz 0 days ago

Grant

0000 NOI Portal - Projects in Development
Hazard Mitigation Grant Program
Declared: May 6, 2013

Applicant

City of Smallville
Adair County
FIPS #:
Type: City or Township Government

Project

F # S #21
City of Smallville Drainage Project
GMD Infrastructure - Drainage
Project POP Deadline:
Eligible: \$225,000.00

Project F0-S21: Application #48 - City of Smallville Drainage Pr...

Routing in Progress: Submission (Step 1 of 5)

Summary

- Form
 - Introduction
 - History of Hazards
 - Scope of Work
 - Costs
 - Timeline
 - Alternatives
 - Documentation
- Notes
- Documents
- Workflow
- History

Form >> Introduction

Summary Information

Complete all sections **8**

Grant: 0000 NOI Portal - Projects in Development ([change](#))

Project Type: Infrastructure - Drainage ([change](#))

Title:

Used to help identify the project. Ex: "St Thomas Bridge Reinforcement".

Description of Project & Location(s):

Neighborhood, Subdivision, Geo-Boundaries, Directions, etc.

Primary Contact:

Alternate Contact:

Authorized Contact:

Ensure all Red Boxes are completed **8**

Click to add documents **9**

There are currently no notes. Be the first to add one

Document Templates
[Printable Application](#)

No Uploaded Documents

No Issues

Project F0-S21: Application #48 - City of Smallville Drainage Pr...

Routing in Progress: Initial Review (Step 2 of 5)



Save Advance Return Set on Hold Deny

Click to Save

10

Click to Advance

11

- Form
 - Introduction
 - History of Hazards
 - Scope of Work
 - Costs
 - Timeline
 - Alternatives
 - Documentation
- Notes
- Documents
- Workflow
- History

Form Introduction

Summary Information

Grant: 0000 NOI Portal - Projects in Development (change)

Project Type: Infrastructure - Drainage (change)

Title: City of Smallville Drainage Project

Used to help identify the project. Ex: "St Thomas Bridge Reinforcement".

Description of Project & Location(s):

Neighborhood, Subdivision, Geo-Boundaries, Directions, etc.

Primary Contact: John Doe - City Administrator Edit

Email Address: john.doe@cityofsmallville.com
Phone: 111-222-3333

Alternate Contact: John Doe - City Administrator Edit

Email Address: john.doe@cityofsmallville.com
Phone: 111-222-3333

Authorized Contact: John Doe - City Administrator Edit

Email Address: john.doe@cityofsmallville.com
Phone: 111-222-3333

Planning Requirement

For all disasters declared after November 1, 2004, a community must have a FEMA approved Local Hazard Mitigation Plan in order to be eligible for HMGP.

Date of Plan Approval:

Title of Applicant/Community Local

Application slide #7

Project F0-S21: Application #48 - City of Smallville Drainage Pr...

Routing in Progress: Submission (Step 1 of 5)

- Summary
- Form
 - Introduction
 - History of Hazards
 - Scope of Work
 - Costs
 - Timeline
 - Alternatives
 - Documentation
- Notes
- Documents
- Workflow
- History

Form Introduction

Summary Information

Grant: _____ (nge)

Project Ty: _____

Title: _____

Descriptio: _____

Primary C: _____

Alternate: _____

Authorized Contact: _____

Planning Requirement

Date of Plan Approval: _____

Title of Applicant/Community Local: _____

Are you sure?

Are you sure you want to Advance this item?

Leave a Note:

MB3 will ask if you are sure you would like to Advance the application. Prior to Advancing if you would like to leave a note do so. Otherwise click "Yes"

12

The Application will be advanced to Iowa HSEMD. You will be contacted upon receipt.